

**Responsible University Official:**  
Director of Business and Finance  
**Responsible Office:**  
NU-Q Business & Finance  
**Origination Date:** 1 March, 2015

## NU-Q Student Travel Program

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### Policy Statement

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In what is increasingly a global society, students at Northwestern University in Qatar have access to a Student Travel Program to extend and reinforce their educational experience in their major and collateral coursework on the Education City campus. With the NU-Q program in Doha as a template, the goal is to encourage purposeful travel for exposure beyond Doha into the region and to global destinations, including those in the United States where Northwestern University’s home campus is located.

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## Reason for Policy / Purpose

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To provide organized travel opportunities for students to engage with the world outside NU-Q that reflects the continuity and change characteristic of a global society, including different cultures, geographic locations with distinctive learning environments and other diverse circumstances worthy of the time and funding such efforts require.

To focus on learning, advancement of knowledge, and professional experiences through a carefully conceived and well-planned travel selected from among several alternatives and aimed to provide students with a distinctive and useful experience not available in the classroom or local environment.

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## Who Approved This Policy

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The Dean and CEO, Northwestern Qatar

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## Who Needs to Know This Policy

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All faculty and staff who coordinate student travel and students

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## Website Address for This Policy

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<https://nuwildcat.sharepoint.com/sites/nug-bf/DocumentCenter/Travel/Forms/AllItems.aspx?id=%2Fsites%2Fnuq%2Dbf%2FDocumentCenter%2FTravel%2FStudent%20Travel%2F1%2E%20Policies%2FStudent%20Travel%20Policy%2Epdf&parent=%2Fsites%2Fnuq%2Dbf%2FDocumentCenter%2FTravel%2FStudent%20Travel%2F1%2E%20Policies>

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## Contacts

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If you have any questions on the policy or procedure for the NU-Q Student Travel policy, you may:

1. Call the Business & Finance Office at +974 4454 5200, or
2. Send an e-mail to the Director of Business & Finance

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## Definitions

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**Study Abroad** is an approved, credit-bearing education abroad experience that results in progress toward an academic degree at Northwestern.

**Non-credit/non-study abroad undergraduate international activity** is considered NU-Q sponsored if it meets at least one of the following criteria:

- Funded, in full or in part, by NU-Q regardless of purpose, e.g., field studies, performance, service learning, etc., or
- Undertaken by a Registered Student Organization (RSO) representing Northwestern University or otherwise using the name or branded as associated with “Northwestern University”, or
- Actively arranged or advised by Northwestern faculty or staff, e.g., signing off on

university documents or agreements associated with the travel, arranging overseas housing, facilitating IRB approval, etc., or

- Accompanied by a Northwestern faculty or staff member in the capacity of his/her employment.

**Independent Traveler** is a student or group of student traveling in a credit or non-credit NU-Q sponsored trip and not accompanied by a NU-Q faculty or staff member in the capacity of his/her employment.

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## Policy / Procedure

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### TRAVEL CRITERIA

The travel program is a privilege, not an entitlement for students, though some is routinely offered as part of the scheduled academic program (journalism residencies, communication exchange, and courses related travel). Much of the travel is subject to available funds and selective approvals. *Preference* is given to travel that:

- has a clear educational or experiential purpose with likely received value for students;
- clearly goes "beyond the classroom;"
- involves students across both majors;
- involves faculty from both majors and the liberal arts, and
- involves a deliverable--journalistic report, video project, academic paper, or other outcome;
- involves students who have had limited or no travel over those with multiple travel experiences.

### FUNDING, PLANNING AND PROCEDURES

#### *FUNDING AND EXPENSES*

Some student trips are fully or partially funded by NU-Q which typically includes airfare, accommodation, group transportation, and group meals. Visa fees, individual meals and transportation, and incidental expenses are not normally covered. Students must also contribute a fee of QAR 500 towards the trip. Students on financial aid may request to have the fee waived, visa fees reimbursed, and for a small stipend for the anticipated incidental expenses.

#### *PLANNING AND PROCEDURES*

In order to fully encourage and expedite NU-Q sponsored student travel, trip leaders and student travelers must follow the [Student Travel Protocol](#). Appropriate planning and authorization are essential with deadlines observed. All travel is contingent on:

- timely travel planning,
- availability of funds,
- assurance of student safety (NU-Q does not approve travel that does not pass accepted [safety protocols](#)),
- [pre-departure requirements](#), and
- visas and other necessary travel permissions.

## Special Circumstances

Although the [Student Travel Protocol](#) requires that travel programs for the academic year be planned in advance, NU-Q recognizes the need to be nimble in a limited number of unanticipated trips involving changing circumstances, news developments or others. These trips are contingent on reasonable time for internal financial, travel and other support. Safety issues and visa approvals are beyond the control of NU-Q personnel; therefore, any such travel should always consider the possibility of external delays. Students and faculty should also be advised to mitigate possible disappointment. NU-Q will diligently try to accommodate a limited number of such trips with specific funds set aside for them.

## **STUDENT TRAVELER REQUIREMENTS**

### *CONDUCT*

Students traveling must follow the [Student Code of Conduct](#) as well as the destination's local laws and regulations and follow the instructions of the faculty or staff member leading the travel.

Students are expected to travel to and from the location with the group on group-travel. Exceptions to this must be requested at least one month in advance and not be allowed on many trips. When exceptions are made, a waiver must be signed by the student with any additional expense being borne by the student.

### *STUDENT TRAVEL PROTOCOL*

Student travelers must follow the [Student Travel Protocol](#) before, during, and after the completion of the trip.

### *PRE-DEPARTURE REQUIREMENTS*

Student travelers must complete all pre-departure requirements set in the [Student Travel Protocol](#) **AT LEAST 30 DAYS PRIOR DEPARTURE DATE**. NU-Q reserves the right not to release trip funds and/or eventually cancel trips when students do not complete the list of [pre-departure requirements](#).

### *INDEPENDENT TRAVELERS*

Independent students must also follow the [Student Travel Protocol](#). They are responsible for the planning and coordination of travel. Therefore, students traveling on their own must complete a [Risk Management Plan](#) and submit it to the Business & Risk Analyst for review. Risk Management Plan Guidelines can be found in the [Student Travel Protocol](#).

## TRAVEL SAFETY

NU-Q encourages its students to participate in educational experiences abroad. To minimize health and safety risks, the University links approval of student international travel to [U.S. Department of State \(U.S. DOS\) Travel Advisories](#) and [Centers for Disease Control and Prevention \(CDC\)](#).

Travel approvals are contingent on timely risk assessments. NU-Q reserves the right to cancel an approved trip due to changes in the destination health and safety risk levels and/or events that could seriously expose travelers to danger.

### *HIGH RISK DESTINATIONS*

Student travel to a U.S. DOS rating Level 4 (Do Not Travel) or a CDC Warning Level 3 designations is prohibited, although exceptions may be granted. Students planning to visit countries under a U.S. DOS rating Level 3 (Reconsider Travel) must seek approval from NU-Q. To request approval, Students and Trip Leaders are required to submit a [Travel Permission Request](#) (TPR) **AT LEAST THREE MONTHS PRIOR TO DEPARTURE DATE**. The [International Risk Assessment Committee](#) will review the plan and make a recommendation to the Office of the Dean. Guidelines for completing a TPR can be found in the [Student Travel Protocol](#).

### *EMERGENCY SUPPORT*

NU-Q provides support to students traveling abroad on NU-Q sponsored trips during unexpected and unavoidable emergencies such as accidents, security incidents, illness, death, or life-threatening illness of an immediate family member, fire damage, or natural disasters.

More information related to emergency response procedure and roles and responsibilities can be found in the [Emergency Support Procedure](#).

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## Forms / Instructions

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### **Student Travel Protocol:**

<https://my.qatar.northwestern.edu/student-life/travel/StudentTravelProtocol.pdf>

### **Student Code of Conduct:**

<https://my.qatar.northwestern.edu/student-life/code-of-conduct/index.html>

### **Student Travel Emergency Support:**

[https://my.qatar.northwestern.edu/student-life/travel/Student-Travel-Procedures\\_Emergency-Support.pdf](https://my.qatar.northwestern.edu/student-life/travel/Student-Travel-Procedures_Emergency-Support.pdf)

### **MyNUQ – Student Travel:**

<https://my.qatar.northwestern.edu/student-life/travel/index.html>

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## **Appendices**

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Appendix I - International Risk Assessment Committee

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## **Related Information**

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N/A

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## **History / Revision Date**

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**Origination Date:** December, 2011

**Last Amended Date:** December, 2021

**Next Review Date:** December, 2022

## **APPENDIX I – International Risk Assessment Committee**

The International Risk Assessment Committee (IRAC) administers the Northwestern University in Qatar (NU-Q) Student Travel Policy under the direction of its chair, the NU-Q Director of Business and Finance. The NU-Q Dean will review the Committee’s recommendations and make a final decision. The IRAC serves at the direction of the Dean of NU-Q and is comprised of six members of NU-Q:

- Director of Business and Finance (Chair)
- Senior Associate Dean
- Director of Student Affairs
- Director of Health, Safety, Security, and Environment
- Counselor of Counseling, Health, and Wellness
- Business and Risk Analyst

The IRAC is charged with evaluating the health, safety and security of university-sponsored international activities involving NU-Q students.

Among other responsibilities, the IRAC reviews Travel Permission Requests by sponsoring academic units or individual students seeking to participate in educational activities in countries under U.S. Department of State Travel Warnings, a Centers for Disease Control and Prevention (“CDC”) Travel Health Notice Warning Level 3: Avoid Nonessential Travel, or other locations deemed higher risk.

This Committee may also be responsible for reviewing and recommending whether or not to suspend an ongoing or previously approved educational activity if a significant health, safety or security concern is raised regarding that experience. In making this assessment, the Committee will consider the risk management plan for the students, staff or faculty involved in the program or experience and the balance between the value of the academic experience in that specific location versus the risks associated with that location/activity.

The IRAC meets every month, from October to June, or as needed, to discuss risk mitigation for the international travelers of NU-Q. The meeting agenda can fill far in advance; therefore, it is prudent to begin the review process for educational activities abroad as soon as possible.